

**7 December 1994**



**Personnel**

**PREPARATION AND USE OF 440 AW FORM 10  
(TRAINING ATTENDANCE ROSTER)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 440 AW/DPMAT (Kathryn Schmidt)

Certified by: 440 MSS/IM  
(MSgt Gail Biedenbender)

Pages: 1

Distribution: F

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This instruction establishes the use of the 440 AW Form 10, **Training Attendance Roster**. The 440 AW Forms 10 are an administrative form used within 440 MSS/DPMAT (Base Education and Training Officer) and all units that the DPMAT services. This instruction implements AFRPD 36-22, *Military Personnel*, September 1993.

**1. Completing the 440 AW Form 10.** The 440 AW Form 10 is completed by the instructor and by all attendees of the class, meeting, or workshop.

1.1. The 440 AW Form 10 is completed first by the instructor or leader. The instructor fills in the instructor's name, date, subject and student hours. The form is then completed by all attendees.

1.2. The instructor who conducts the class will retain a copy of the form. File under T50-1, R18.

**2. Obtaining the 440 AW Form 10.** The 440 AW Form 10 can be obtained through the PDO (Publications Distribution Office).

MICHAEL R. LEE, Brig Gen, USAFR  
Commander